

CM/ECF Skills Checklist

Do you have the skills you'll need to operate the CM/ECF system?

Use this check list to determine whether you are ready to receive training in the CM/ECF system. If you answer "No" to any of the questions below, then you should seek out appropriate training before you sign up for CM/ECF training.

1. I know how to use a windows-based word processing software package like Corel WordPerfect, Microsoft Word or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. ☐ Yes ☐ No
2. I know how to access the Internet and how to use an Internet Browser like Microsoft Internet Explorer from my office computer. ☐ Yes ☐ No
3. Specifically, when using a Browser, I can do all of the following: ☐ Yes ☐ No
 - ◆ use the Forward and Backward buttons
 - ◆ set up bookmarks
 - ◆ click on check boxes using my mouse
 - ◆ type in text boxes
 - ◆ download files
 - ◆ print documents
 - ◆ set my home page address
 - ◆ use hyper links
4. I know how to find the Bankruptcy Court's Internet site at the following address: www.nceb.uscourts.gov ☐ Yes ☐ No
5. I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software. ☐ Yes ☐ No
6. I know how to create, scan or print a document into a PDF format. ☐ Yes ☐ No
7. I know how to use my office e-mail system to send messages to people outside my office. ☐ Yes ☐ No
8. I know how to add e-mail addresses to my office e-mail system.

9. I know how to attach a file to an e-mail message.